



TOWN OF UPTON, MASSACHUSETTS

BOARD OF SELECTMEN

July 1, 2016

MEMO TO: Board of Selectmen
FROM: Blythe C. Robinson
Town Manager
RE: Contract Recommendation – Development of Financial Policies & Procedures

For several years, the Town's auditors have recommended as part of their annual audit that the Town develop a comprehensive set of financial policies and procedures. Last summer, the Board of Selectmen applied to the State to participate in the Community Compact program, and chose development of these policies as our first project. The State accepted us into the program, and awarded the Town a \$25,000 grant to accomplish this work. After conducting a request for proposals process (RFP), staff recommends that the firm of Scappini and Pina be retained to complete this work.

We started this process last fall by advertising an RFP, to which we received two proposals. We determined that one was not qualified due to their lack of public sector work, and with only one other viable proposal we re-advertised the project. It was recommended to us that to obtain a better response, that we delay sending out the RFP until after April 15th (IRS tax deadline), when firms would have more time to respond and conduct the work. We did so and received three proposals. Again one was rejected for the same reason, and the other two firms, DIJ and Scappini and Pina were determined to be qualified and invited for an interview. The interviews were conducted by the Town Accountant, Treasurer/Collector and myself, as we are the three staff persons who will be directly involved in the work. It was the unanimous decision of the team that Scappini and Pina had the best approach to the project, and the experience conducting similar work in other communities to provide these services to Upton. We also followed up with reference checks which were positive and confirmed our decision.

Scappini & Pina was then asked to provide a price proposal of \$25,000 and a detailed scope of work. We reviewed that and asked them to make several changes to incorporate items that we believe are important to have in the final product to which they have agreed. They have further agreed to the Town's contract for services and insurance requirements. Thus I would request that the Board award the contract to Scappini & Pina, and authorize me to execute it on the Town's behalf.

I would be happy to discuss this further with you at our next meeting and answer any questions you may have about this recommendation.

Cc: Kenny Costa, Town Accountant
Ken Glowacki, Treasurer/Collector

BOARD OF SELECTMEN
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